

CITY OF BURBANK

PRINCIPAL PLAN CHECK ENGINEER

DEFINITION

Under general direction, to examine and approve plans, calculations, and other specialized technical documentation for complex structures related to architectural, structural, geotechnical, mechanical, electrical, and plumbing construction; and to do related work as required.

ESSENTIAL FUNCTIONS

Monitors and assists in the administration of on-line permitting system; tracks and compiles statistics for Building Division program reporting; administers Development Impact Fee Program and Grading Bond Program; monitors special Building Division programs including Storm Water Pollution and Seismic Retrofitting; assists in tracking code and legislative updates and revisions; assists in coordinating and developing public counter plan check procedures; monitors and develops public information including handouts and brochures; assists in the development and maintenance of the Building Division website; coordinates and tracks covenants, bonds, and other legal documentation related to construction projects; assists in the development and maintenance of emergency procedures for the Building Division; prepares technical reports and represents the Building Division at Board of Appeals hearings; performs reviews and coordinates approvals of complex and specialized plans and calculations including architectural, structural, geotechnical, mechanical, electrical, and plumbing documents; advises and assists engineers, architects, contractors, and property owners to determine applicable building code provisions related to the building's structure, utilities, sanitation, and environmental systems; participates in preliminary plan review meetings and development review for complex systems; checks plans and calculations for conformance to code standards; advises applicants of deficiencies when plans are not in conformance with regulations and approves or disapproves such plans; verifies that applicants obtain all required City and outside agency approvals; interfaces with inspectors regarding plan, permit, and inspection requirements; makes field inspections of projects with special engineering, architectural, and fire-life safety considerations; prepares written correspondence and reports; prepares reports of a technical nature citing findings based on code interpretations; attends public meetings; provides training, advice, and assistance to the plan check and permit technician staff as needed; assists in the supervision of plan check staff; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards

- Knowledge of - pertinent regulations governing building construction, building environmental and sanitation systems, and building construction practices, including Federal, State, and local regulations; methods and engineering principles used in calculating structural loads, grading, drainage, geotechnical engineering basics, stress, other design tolerances, and mechanical, electrical, and plumbing systems; -management and supervisory techniques and principles.
- Skill in – computer operations.
- Ability to - review plans for conformity with pertinent building and safety regulations; calculate structural loads, hydrology, hydraulics, stress, mechanical, electrical, and plumbing calculations and design, and other calculations necessary to approve proposed plans; answer technical questions involving code interpretations; make field investigations and prepare technical reports; propose and develop regulations; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college with major work in engineering, architecture, civil engineering, structural engineering, architectural engineering, mechanical engineering, electrical engineering, geotechnical engineering, or closely related field and six years of professional engineering or architectural experience in design or reviewing construction documents. Experience or training in engineering and business computer software applications is required.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment. Registration as a Civil Engineer, Structural Engineer, Electrical Engineer, or Mechanical Engineer in the State of California or Licensure as an Architect in the State of California is required. Must be able to obtain an International Code Conference (ICC) certification as Plans Examiner within one year of appointment.

SUPPLEMENTAL INFORMATION

None.